

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale
Held on Tuesday, July 10, 2018**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, July 10, 2018, at 6:00 P.M. in the Men's Lounge of Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

CALL TO ORDER – Meeting was called to order at 6:00 P.M. by Mayor Von Gausig.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley

Councilmember Bill Regner
Councilmember Ben Kramer

Town Staff:

Town Manager Gayle Mabery
Administrative Services Director Kathy Bainbridge
Community Development/Economic Director Jodie Filardo
Planning Manager Beth Escobar
Project Manager Mike Gray
Utilities/Public Works Director Maher Hazine
Police Chief Randy Taylor
Town Clerk Mary Ellen Dunn

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Robyn Prud'homme-Bauer, Clarkdale resident – invited all to the Candidates Forum, sponsored by League of Women's Voters Greater Verde Valley and the Clarkdale Foundation, to be held July 23, 2018 at 6:30 p.m. at St. Thomas Episcopal Church. Come and meet the four candidates running for the Clarkdale Town Council.

Reynold Radoccia, Clarkdale resident – spoke regarding upcoming election, specifically street bond proposition. A group of people, including himself, live on private roads that they maintain. However, he stated he sees the need for street improvements townwide. Is concerned that the \$6,000,000 won't cover the improvements that are required and wondered about what the priority of repair and improvements is and how it is determined. Also expressed concern about the tax implications. Is interested in knowing more about this and stated he does not have an opinion at this time.

Ida deBlanc, Clarkdale resident – Clarkdale is ‘such a special place’. Stated that it is very clear to her that people in her neighborhood and other neighborhoods in Clarkdale value spending time by the river. Expressed desire to protect the river and will work hard, with expertise of others, to do that. Requested that this topic of river access be an item of discussion. (Mayor Von Gausig requested Ida contact him for further information.)

REPORTS

Current Events – A brief summary of current events. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary.

Mayor Von Gausig’s Report –

- 07/04/2018 – Attended Old Fashioned Fourth of July event.
- Contacted by ADEQ who stated they are concentrating on four areas in the State of Arizona for most of their in depth quality testing and regulatory examination and one of those areas is the Verde River. Mayor will go to Phoenix next week to brief the ADEQ team on this topic.

Vice-Mayor Dehnert’s Report –

- 06/28/2018 – attended NACOG Regional Council meeting
- 06/29/2018 – attended Clarkdale Downtown Business Alliance Block Party
- 07/04/2018 – attended Old Fashioned Fourth of July event and park re-opening

Councilmember Regner’s Report –

- 06/15/18 – attended Arizona Legislature Energy, Environment and Natural Resources Committee meeting
- 06/26/18 – attended Regional Chamber Mixer at Blazin’ M Ranch
- 06/27/18 – attended Clarkdale Historical Society meeting
- 07/04/18 – attended Old Fashioned Fourth of July event
- 07/??/18 – attended Concert in the Park – Trotter’s Wake

Councilmember Buckley’s Report –

- 06/26/18 – attended Regional Mixer at Blazin’ M Ranch
- 06/29/18 – attended Downtown Business Alliance Block Party
- 07/03/18 – attended Downtown Business Alliance meeting
- 07/04/18 – attended Old Fashioned Fourth of July event – grilled sausage

Councilmember Kramer’s Report –

- 06/29/18 – attended Downtown Business Alliance Block Party

- 07/04/18 – attended Old Fashioned Fourth of July event – judged parade

Town Manager Mabery's Report –

Announcements:

- Prop 445: We have launched our new website that has lots of information that is constantly updated and will visit with anyone with questions on that bond issue. We will begin public outreach and hold public meetings that will be posted.
- Clarkdale Magistrate Court has moved to 10 S. 6th St., Cottonwood and is co-located with Verde Valley Justice Court at the Yavapai County location. Officially opened on July 2nd.
- Road construction project at roundabout at Clarkdale Parkway and Mountain Gate Drive. There is a oneway traffic with traffic signal. Mountain Gate Drive is closed and residents must use Centerville Road. Should be completed July 16.

Events:

- 07/14/18 - Opening of Pickle Ball Court at 6:30 p.m. tips and training provided at Centerville Park
- 07/21/18 - Return to the Main Park for the Concert in the Park season. First band is Thunder and Lightning 7 – 9 p.m.; also August 4th there will be another concert
- 07/27/18 – Final Clarkdale Downtown Block Party of the season

Organizational Reports – Reports regarding regional organizations.

CAT– Cottonwood Area Transit (Councilmember Buckley) –

- No report

VVTPO - Verde Valley Transportation Planning Organization & other transportation affiliations. (Councilmember Regner) –

- No report

NACOG - Northern Arizona Council of Governments. (Vice Mayor Dehnert)

06/28/2018 – Highlights:

- Approved EDC 2018-2019 Slate of Officers and revised NACOG Payroll Schedule
- Approved Proposed FY 2019 COLA for NACOG employees
- Approved Final FY2018 Administrative Division Budget
- Approved Proposed FY2019 Administrative Division Budget
- Report from Economic Development Council – appointed Becky Christensen of Apache County as Vice Chair
- Adopted Resolution Authorizing Submission of Application for 301(b) Planning Grant

Assistance

- Approved 2018-2019 Scope of Work based on Comprehensive Econ. Dev. Strategy
- Approved FY18-23 Transportation Investment Plan (including Town of Clarkdale Main Street and Broadway overlay)
 - Jennifer Brown reported that NACOG Head Start completed its fiscal year on May 31. All program funds have been allocated and staff has begun close-out process.
 - Head Start child outcomes show significant growth from last fall for students meeting/exceeding widely held expectations for their ages in various areas of evaluation.
- Nominating Committee reported on its present FY 2019 Slate of Candidates for Officers and Executive Committee Members:
 - Chair – Councilor Lora Lee Nye, Prescott Valley
 - Vice Chair – Councilor John Leech, Jr., Show Low
 - Secretary/Treasurer – Vice Mayor Kerry Ballard, Snowflake
 - Immediate Past Chair – Mayor John Moore, Williams
 - Members-At-Large – Phil Tovrea (Yavapai County, private sector; Mayor Bill Diak, Page)
- Current private sector membership of FY2019 Regional Council Private Sector Members by County:
 - Phil Tovrea, Yavapai County
 - Jennifer Wesselhoff, Yavapai County

NAMWUA - Northern Arizona Municipal Water Users Association. (Councilmember Kramer)

- No report

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held June 12, 2018 and Special Meeting June 26, 2018.
- B. Claims** - List of specific expenditures made by the Town during the previous month. June, 2018 check log and PPEs dated May 30, June 9, 18, 23, and 28, 2018.
- C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.
 - Board of Adjustments Notice of Cancellation of Meeting June 27, 2018
 - Design Review Board minutes of the meeting held June 6, 2018
 - Municipal Property Corporation meeting held June 27, 2018
 - Planning Commission minutes of the meeting held June 19, 2018
 - Parks and Recreation Commission minutes of the meeting June 13, 2018

D. Proclamation Proclaiming the Month of August 2018 as Drowning Impact Awareness Month– Approval of a Proclamation declaring the month of August 2018 as Drowning Impact Awareness Month.

E. Intergovernmental Agreement between the Town of Clarkdale and the Yavapai County Flood Control District - Approval of the IGA for FY 18-19 in an amount not to exceed \$96,822 between the Town of Clarkdale and Yavapai County Flood Control District. IGA for County Flood Control.

F. A Resolution of the Mayor and Common Council of the Town of Clarkdale, Arizona authorizing joining the workers' compensation pool organized and formed under the authority of A.R.S. 11-952.01(b) and operated under the name "the Arizona Municipal Risk Retention Pool"– Approval of Resolution #1573, a resolution to join the workers' compensation pool operated by the Arizona Municipal Risk Retention Pool.

Action: Approve Consent Agenda items A – F as presented.

Motion: Vice Mayor Dehnert

Second: Councilmember Kramer

Vote: Passed Unanimously.

NEW BUSINESS

ECONOMIC DEVELOPMENT PLAN FOR 2018-2019 – Discussion and consideration regarding the 2018-19 Economic Development Plan.

At the February 27, 2018 Council meeting, staff updated Council on the status of the 2013 Sustainable Community & Economic Development Plan. Also presented at that meeting was a plan to conduct stakeholder meetings to get community feedback on economic ideas for the future.

Based on the strategic opportunities adopted by community consensus in the 2013 Plan, the stakeholders' meetings topics were scheduled based on the following pillars:

- Sustainable Clarkdale
- Creative Clarkdale
- Business Development
- Healthy Community

| Date | Day | Time | Event |
|--------------------------------|------------|-------------|--|
| March 21, 2018 | Wednesday | 5 - 7 p.m. | Economic Development Open House |
| March 29, 2018 | Thursday | 5 - 7 p.m. | Business Development Stakeholder's Meeting |
| April 5, 2018 and June 7, 2018 | Thursday | 5 - 7 p.m. | Creative Clarkdale Stakeholder's Meetings |

| | | | |
|-------------------|----------|---------------|--|
| April 12, 2018 | Thursday | 5 - 7 p.m. | Healthy Community Stakeholder's Meeting |
| April 19, 2018 | Thursday | 5 - 7 p.m. | Sustainable Clarkdale Stakeholder's Meeting |

Staff conducted all the meetings noted above, and gathered ideas from the attendees. Then, staff updated the metrics in the presentation, added the new ideas from the meetings, and merged the new ideas into four separate project lists for 2018-19. The draft presentation was then loaded onto the new economic development page on the Town's website.

Once the presentation was uploaded, an email was sent out the Clarkdale Downtown Business Alliance plus stakeholders from the meetings based on those who added their email addresses to the meeting sign-in sheets. The presentation before you tonight represents the staff's work plus suggestions from the stakeholders received at the meetings and as additional comments once they reviewed the plan.

Economic/Community Development Director Jodie Filardo opened this agenda item with information to council by way of a PowerPoint presentation.

Discussed values and work priorities, planning and research projects, and development and marketing projects. Research includes participation in the 2020 census.

Mayor Von Gausig noted that the underlying feeling throughout was that community development needs to be done in order for economic development to be nurtured.

Filardo noted that outside agencies are utilized in other communities that have dedicated economic development staff. These agencies develop data regarding how dollars are spent in their communities, which drives ability to market to companies that might come in. Without that data we are unable to put together approaches to marketing the Town. Filardo would like to put out an RFP to these vendors to get numbers for this purpose.

The Mayor stated he would like the department to put thought into outcomes rather than outputs; more focus on 'what we're shooting for'. Filardo noted that input from council was needed from the department to determine what the focuses should be.

Councilmember Regner stated that he had a meal at a Clarkdale business and spoke with owners who were not very encouraged with future of their business. **He added that maybe the approach would be to figure out how to get people who live here to support local business. Also would like more exploration and research on topics of housing and aspects of urbanism, (walkability, vibrancy, connectedness).**

Councilmember Kramer stated he likes several aspects of the plan and likes seeing how many of the projects are in the works.

Vice Mayor Dehnert stated Filardo put together a good looking presentation. **Stated that it was time to look at this in the strategic planning process.** He noted "if you want to be successful

as an economic development person you need to go to a place that's about to explode and then take credit" for the success. Dehnert noted the building permits increases and said the best indicator of economic development success is the fact that people are building houses and intend to live in them. Thing that impressed him most is demographic shift. Mentioned population increase, decrease of working age population. **He would like us to take advantage of retirement age community members. What do we do to enhance their experience?** Sales tax is not the only way for the town to prosper. **He added that maybe we need to re-evaluate what economic health means for a town like Clarkdale?** There are trends working in our favor that we should accept rather than fight.

Councilmember Buckley stated he has spent ten years here. It has been a tough place to do business but loves Clarkdale and stated it is also a great place to do business. He said there would be a 'simple fix to downtown area'. It needs traffic! Suggested building a road directly to downtown area the businesses will see a lot of traffic. **Would like to see a traffic flow study done. Thinks the train traffic is vital for downtown Cottonwood and Clarkdale.**

Council agreed that this should go forward to Strategic Planning.

Mayor Von Gausig opened the discussion to public comment. The following persons addressed the Council:

Drake Meinke, Clarkdale resident and business owner – remarked on how many positive comments he has received about how beautiful the park is. Clarkdale has great events and activities but is insufficient in the realm of retail business. We need to look at attraction building and make that a focus. A Nature Center, for example, would have permanence. Also noted retail business that requires monthly fees would be beneficial. Retail businesses are looking for locations less than 1000 sq. ft. Stated that the Copper Art Museum is planning expansion.

Robyn Prud'homme-Bauer, Clarkdale resident, business owner and member of Verde Valley Regional Economic Association – we need to look at and value businesses that are home-based or otherwise not very visible but still create income. Likes the idea of bringing concepts of urbanism to Clarkdale. In planning discussions, make sure the focus is diverse.

Mayor Von Gausig had an emergency and turned the meeting over to Vice Mayor Dehnert.

Reynold Radoccia, Clarkdale resident – large scale housing projects in our rural area would change the environment of the area. Noted that a housing project of perhaps 50 homes would be more realistic for Clarkdale.

Not an Action Item: Staff is only seeking Council feedback and direction on the Plan. Once updated, the 2018-19 Economic Development Plan will be presented to Council at a later date for adoption.

SUSTAINABLE MULTI-FAMILY DEVELOPMENT GUIDELINES – Discussion and possible action regarding the draft sustainable multi-family development guidelines.

As a result of recent interest in multi-family development from property owners and developers, staff and the Design Review Board (DRB) drafted guidelines for sustainable multi-family development.

The Design Review Board reviewed the first draft of the guidelines at their April 4, 2018 meeting.

The concept was reviewed by Town Council at the May 8, 2018 joint work session with the Design Review Board. At this meeting Council directed DRB to develop draft guidelines.

At their June 6th Regular Meeting, the Design Review Board directed staff to remove strategy 1.3 related to use of grey water. This practice is not encouraged for multi-family projects because tenants may not always follow the guidelines for use. Subsequent to this change, DRB recommended the guidelines be forwarded to Town Council for review and adoption.

Purpose

As a sustainable community, Clarkdale has adopted a variety of regulations and guidelines to encourage sustainable development. These include the Sustainability Element in the 2012 General Plan, the Town's adopted Vision, Mission and Guiding Principles, and the adopted Water Resources Management Plan. In addition, the Council adopted Sustainability Values in May, 2013 which were developed with the Planning Commission. These guidelines are shared with builders and developers when they come in for a pre-application meeting with staff as part of the building permitting process.

Per Town of Clarkdale Zoning Code 11.1.4, multi-family development requires design and site plan review. Further, Zoning Code provides specific criteria for site plan review, including:

- Recognizing the natural capabilities of a site,
- Dealing with drainage issues, and
- Managing stormwater and erosion control.

In addition, all multi-family projects are subject to the requirements of Chapter 9, Landscape Design Standards.

The draft guidelines are designed to augment the Town's existing documents by providing specific guidance related to site plan design criteria for multi-family projects. These types of projects face unique design considerations. These specific guidelines will be used by staff and the Design Review Board to encourage the use of sustainable development practices for multi-family projects.

Analysis:

In developing these guidelines, these three chapters of the 2012 General Plan provide the foundation for the Sustainable Multi-Family Development Guidelines (attached).

1. Water Use: Chapter 6, Water Resources
2. Ecological Design: Chapter 7, Environmental Planning
3. Sustainable Construction: Chapter 10, Housing

The majority of the properties being discussed for possible future multi-family development do not have the ability to connect to the Town water or wastewater systems.

The majority of the properties being discussed for possible future multi-family development do not have the ability to connect to the Town water or wastewater systems. Conserving water use through design elements is particularly important when a project is on a well.

Guidelines Overview:

1. **Water Use - General Plan Chapter 6, Water Resources: Objective 6.1.b. Policy #2 “*Look for alternatives to conventional water sources.*”** In Clarkdale, the conventional source of potable water is groundwater. Accessing surface water from the Verde River is not an alternative due to the absence of water rights supporting this use. Harvesting rain water is a viable option in Clarkdale and in fact, the Town harvests water off the roof at the Clark Memorial Clubhouse and captures water from the Town Hall parking lot in nine separate catchments to deeply water trees in Centennial Plaza. With the right amount of catchment area, storage and conservation efforts, rainwater harvesting provides a viable alternative to pumping ground water

Strategies:

- 1) Incorporate passive water harvesting in landscaping through the use of berms, swales, drywells, and rain gardens. (page 1-Water Management, page 3-Landscaping Standards)
 - i. *This solution depends more on good design and placement of materials than equipment or containers.*
- 2) Consider selection of porous paving as an alternative to concrete and asphalt in parking areas and sidewalks.
 - i. *The initial installation cost is estimated as slightly higher than those for concrete or asphalt, however porous and permeable paving generates additional benefits. Porous and permeable paving reduces runoff, allows groundwater recharge and is not prone to cracking or water damage thereby resulting in reduced maintenance costs. One product boasts at least a 25 year life span, and existing installations featuring 15 years of minimal maintenance¹.*
- 3) Consider implementing active water harvesting and storage as an offset to groundwater pumping. (page 1-Water Management, page 3-Landscaping Standards) Note: Using harvested water on plantings requiring a high amount of water or non-native species is discouraged.
 - i. *Preserving groundwater is important to our local ecology, and using harvested rainwater for landscaping supplants the demand for ground water.*
- 4) Preserve existing plants where possible and plant symbiotic groupings of native species. (page 1-Siting, page 2-Design Principles, page 3-Landscaping Standards)
 - i. *Plants already established in the area are surviving on their own usually without the use of supplemental water. Additionally, native plants have a*

¹ Invisible Structures GravelPave2, installed at Milagro Cohousing, Tucson, AZ in 2003 and has required little if any maintenance. Source member of Milagro Cohousing

higher rate of survival, and their demand for water is low. Planting symbiotic groupings of native species also creates visual interest while enabling each plant in the group to thrive due to proximity to others in the group.

- 5) Incorporate EPA WaterSense best practices into domestic and landscaping usages if any.
 - i. *These practices have been established to reduce water use and have been tested on a large scale.*

2. Ecological Design - General Plan Chapter 7, Environmental Planning: “...consider energy efficient designs incorporating solar and natural climatic principles, such as site orientation and use of local materials.”

Strategies:

- 1) Minimize impact to land, open space, plants and wildlife by retaining existing vegetation and preserving wildlife corridors. (page 1-Siting, page 2-Design Principles, page 3-Landscaping Standards)

These simple design elements may be considered early in the design process.

- 2) Design to take advantage of natural lighting during daylight hours. (page 1-Siting, page 2-Green Building & Design Principles, page 3-Construction – 1. Energy Efficiency, 2. Indoor Environmental Quality, 6. Passive solar includes lighting). LEED (Leadership in Energy and Environmental Design) has standards for daylighting, and numerous studies extoll the benefits to human health and productivity associated with natural lighting².

i. Simple design considerations such as placement of windows and reflective surfaces which, when placed correctly, can shade interior surfaces from direct sunlight while reflecting useful light deeper into the building.

3. Sustainable Construction - General Plan Chapter 10, Housing Objective: 10.2.c. “Encourage sustainability and green building in the Town’s development ordinances.”
There is more to green building than energy efficiency.

Strategies:

- 1) Design in cooperation with natural features that are unique to each site. (page 1-Siting, page 2-Green building)
 - i. *Build to take advantage of topography, slope aspect (direction the slope is facing) and seasonal weather patterns to allow for increased comfort as well as the use of lower capacity mechanical systems.*
- 2) Consider passive solar design with thermal mass and insulation. (page 1-Siting, page 2-Green building) –This strategy is enhanced by use of properly oriented glass for heating, and shade for cooling.
 - i. *Although the initial cost of high-mass construction (concrete, adobe, earthen soil cement etc.) may be higher than ordinary construction, the total cost of ownership is lower due to reduced energy use. When correctly designed and oriented, this strategy provides extremely high energy*

² National Renewable Energy Laboratory study (<https://www.nrel.gov/docs/fy02osti/30769.pdf>) provides more detailed information on many of these concepts.

*efficiency – even an opportunity for **energy independence**. Combined with other long-term benefits like durability, low maintenance, and comfort, this is a strong recommendation.*

- 3) Design for appropriate shading. (page 2-Green Building & Design Principles, page 3- Construction)
 - i. *This entails simple design considerations like strategic placement and selection of shade-trees and other structures.*
- 4) Design for natural ventilation in cooperation with building science phenomena (stack effect). – (page 1-Siting, page 2-Green Building & Design Principles, page 3-Construction)
 - i. *This recommendation entails simple design considerations like opposing high and low windows and use of other passive methods for cooling.*
- 5) Consider building smaller dwelling units. *Smaller spaces with open floor plans require fewer materials and are hence less expensive to build and easier to heat, cool, ventilate and illuminate passively than larger spaces.*
- 6) Design and build with low toxicity materials and finishes by minimizing the use of Volatile Organic Compounds (VOCs), formaldehydes. (page 2-Green Building & Design Principles, page 3-Construction)
 - i. *Alternative materials and finishes are readily available and similarly priced.*

Public Participation

Members of the development community, as well as the general public, were invited to participate in the June 6th Design Review Board meeting. At that meeting, Chair Jones invited the public to speak on the draft guidelines. Only one speaker, a resident of Cottonwood and HOA president for Silver Spring Garden Homes, spoke at this meeting and stated support for this concept.

An email invitation was sent to various members of the development and real estate community requesting feedback on the draft guidelines. Two responses in support of the draft were received from local architects. Any additional comments received will be shared with Town Council at the worksession.

Summary:

These guidelines are intended to promote sustainable, innovative design. If approved, both Design Review Board and Community Development would use these guidelines as recommendations to inform multi-family designers and developers when reviewing their development applications. Each project will vary in challenges and available cost-effect options. With the wide variety of options provided in the guidelines, staff hopes each new project coming forward should be able to incorporate one or several concepts.

Project Manager Mike Gray presented information on this topic to council in form of a PowerPoint presentation.

Vice Mayor Dehnert noted that he liked the approach of discussing guidelines rather than rule-making. Appreciates the work that has gone in to this. Looks forward to this item coming back to public meeting for adoption.

Councilmember Kramer stated that he appreciated the work and ideas. **Stated he would love to see the longer form that included the notes that would fill in information for those who would use these as guidelines. Stated he liked Gray's idea of a PowerPoint presentation that would elaborate on these ideas.** Like Gray's idea of a PowerPoint. What other things do we have in code or policy that would restrict

multi-family development that might be applied to a greater scope. Filardo noted that there are already sustainability guidelines adopted by council for single family development. Those are delivered to developers and individuals as they complete a pre-application process.

Councilmember Regner stated he would like to see concepts of urbanism and neighborhood development.

Vice Mayor Dehnert would like to see the data of economics of these sustainable projects, i.e., how does it lower the cost of construction, what are the long term benefits, how long does it take to recoup investment, how do the ideas presented help the person who builds and/or lives in these types of development.

Not an Action Item: Staff is asking Town Council to only provide input to bring this item back in a public meeting.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

ADJOURNMENT – Without objection, Vice Mayor Dehnert adjourned the meeting at 8:14 P.M.

APPROVED:



Doug Von Gausig, Mayor

ATTESTED/SUBMITTED:



Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 10th day of July, 2018. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 15 day of August, 2018.

SEAL



Mary Ellen Dunn, Town Clerk